

State of Montana
MT PRRIME Project
Agency Readiness Workplan

Agency Readiness Workplan							
Activities & Time Frames				ADDENDUM 1			
Status	Activity	Task ID	Step ID	Task Description	Task ID	Agency Workproduct/Output	Task Due Date
	AM			ASSET MANAGEMENT READINESS			
		1		Determine asset profiles and classes			
			1.1	MT PRRIME determine profiles and classes for assets			Complete
		2		Operator Class Structure			
			2.1	MT PRRIME determine operator class structure (Send to agencies 7/15/98)	2.1	Agency assign employees to operator class (list given to agency security coordinator)	8/10/98
		3		Responsibility centers/locations/accounting entities			
			3.1	MT PRRIME: Define Responsibility (ORG) field and Location Add the valid organizations to the system for each agency based on list provided by DOA Accounting Bureau. Load valid funds onto system.	3.1	Agency clean up invalid responsibility centers, accounting entities and locations in current PAMS system.	8/1/98
				DOA Accounting Bureau provides format to agencies to identify R/C, locations and accounting entities by 7/6/98.		Agency provide updated assets less than \$5K that will be converted to new AM system (Provided to DOA Accounting Bureau)	8/1/98
		4	4.1	TRAINING			
				MT PRRIME to set up training facilities at MDT/Airport facility for Asset Management training	4.1	Agencies confirm key employees that require asset management training	7/1/98
				MT PRRIME to send confirmation letters to class attendees (7/10/98)			
		5		CONVERSION			
			5.1	MR PRRIME to provide agencies with Conversion file format by 7/10/98	5.1	Agencies provide files in new conversion file format (Agency sub-systems)	8/12/98
				MT PRRIME will convert PAMS files to new AM system (both capitalized and identified non- capitalized assets 8/15/98)		DOA Accounting Bureau to have converted files ready for MT PRRIME.	8/12/98

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